

"Online Parental Engagement"

The screenshot displays the MyChildAtSchool.com website interface. At the top, there is a navigation bar with links for Home page, Attendance, Assessment, Reports, Behaviour, Homework, and Timetable. The main content area is divided into several sections:

- Attendance:** A section titled "Attendance" with the question "Is Tiffany at school?". It shows "Today's attendance 3/7" and a list of activities: AM Tutor Group (checked), 1 Science (checked), 2 PE (checked), 3 English (checked), 4 Mathematics (checked), PM Tutor Group (checked), and 5 Music (checked).
- Assessment:** A section titled "Assessment" with the question "How is Tiffany performing?". It shows a table of results: Effort KS4 (English, 2), Current Grade KS4 (English, C), and Behaviour KS4 (English, 6).
- Fundraising:** A section titled "Fundraising" with the question "Support the school through our unique fundraising program by shopping online."
- Announcements:** A section titled "Announcements" with a date of 22/04/2010 and the text "School will be closed Friday due to water leak".
- Behaviour:** A section titled "Behaviour" with the question "Tiffany's recent behaviour". It shows a list of recent behaviours: 16/12/09 Personal Presentation (checked), 16/12/09 Independent Learning (checked), 16/12/09 Personal Presentation (checked), 15/12/09 Good Effort (checked), and 14/12/09 Positive Attitude to Learning (checked).
- Classes:** A section titled "Classes" with the question "Tiffany's Classes". It shows a table of classes with their respective attendance percentages: 07AWs (94%), 7BAR2 Art (100%), 7BDR2 Drama (100%), 7BDT3 Design & Technology (94%), 7BEN2 English (91%), 7BFR2 French (92%), 7BGG2 Geography (92%), 7BHI2 History (95%), 7BICT2 ICT (100%), 7BLT2 Life Tracks (100%), 7BMU2 Music (92%), 7BPE2 PE (96%), 7BRE2 RE (100%), and 7BSC2 Science (91%).
- Homework:** A section titled "Homework" with the question "Does Tiffany have homework?". It shows a list of homework assignments: 02/12/09 English, 17/11/09 French, 16/09/09 RE, 25/09/09 Music, and 16/09/09 RE.
- Reports:** A section titled "Reports" with the question "How is Tiffany performing?". It shows a report for 21/04/2010: "2009 - 2010 Summer Term Spring Assessm...".
- Timetable:** A section titled "Timetable" with the question "What is Tiffany up to?". It shows links for "Tiffany's timetable" and "Academic calendar".

At the bottom of the screenshot, there is a footer with the MyChildAtSchool.com logo, navigation links, and the text "Powered by Bromcom".

MCAS PARENT GUIDE

April 2010

Bromcom Computers Plc
Kelvin House
Worsley Bridge Road
London, SE26 5BS

Telephone: 020 8695 8000

Fax: 020 8695 8099

Web: www.bromcom.com (Main Site)

www.bromcom.com/users (Users Site)

CONTENTS

INTRODUCTION	1
HOW TO ACCESS MCAS	2
MCAS HOME PAGE	3
Accessing Modules from the Home Page	4
Switching to view another student	4
ATTENDANCE	5
Full Year Attendance Details	7
ASSESSMENT	9
Full Multi-Year Assessment Details	9
BEHAVIOUR	10
Full Year Behaviour Details	11
HOMEWORK	12
Full Year Homework Details	13
TIMETABLE	14
Student Timetable	14
School Academic Calendar	15
ANNOUNCEMENTS	16
CLASSES	17
REPORTS	18
FUNDRAISING	19
MCAS EXTRAS	20
School	20
Settings	21
Contact School	21
Logout	21

INTRODUCTION

'My Child At School' is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's Attendance, Assessment and Behaviour whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the 'Academic Calendar' and 'Announcements'.

Parents no longer need to wait for termly reports to obtain information about their child; they can check whenever they want from wherever they are for up-to-date information. Parents will therefore take a more pro-active role in the development of their child's education.

In summary, 'My Child At School' provides:

- ✓ Access real-time Attendance, Assessment and Behavioural data
- ✓ Provides an insight to parents on their child's schoolwork (homework topics etc.)
- ✓ Communication facilities to improve contact between parents and schools
- ✓ A platform for schools to present themselves to the wider community

Throughout this manual, 'My Child At School' will be abbreviated to **MCAS**.

Note: The information in this manual is based on all the modules being available to the school. Some options like Behaviour or Assessment may not be used by the school, therefore these will not be available on your Home Page.

*This guide is aimed at providing the parent/carer with the knowledge to be able to best utilise the portal.
Further instructions may be issued directly from your child's school.*

HOW TO ACCESS MCAS

STEP 1: From within 'Internet Explorer' (or equivalent) <Type> www.mychildatschool.com



MCAS Login Page

STEP 2: You are now required to fill in 3 fields of information:

- ✓ *School ID*
- ✓ *User Name*
- ✓ *Password*

All 3 of the above will be provided to you by your child's school.



You can choose to tick the box 'Remember School ID and User Name'; this will make future logins easier.

STEP 3: <Click> Login

MCAS HOME PAGE

Once logged on, you will be presented with the **MCAS Home Page**

MyChildAtSchool.com School Settings Contact School Logout ?

You are logged in as **MCAS TEST**
the parent / carer of **Tiffany Porter** (11yrs old),
who attends **The Bromcom School of Technology**
in **London**

Home page Attendance Assessment Reports Behaviour Homework Timetable

Attendance
Is Tiffany at school?
Today's attendance 3/7
AM Tutor Group
1 Science
2 PE
3 English
4 Mathematics
PM Tutor Group
5 Music

Assessment
How is Tiffany performing?
Effort KS4 English 2
Current Grade KS4 English C
Behaviour KS4 English 6

Fundraising
Support the school through our unique fundraising program by shopping online.

Announcements
22/04/2010 BromcomUser Gray
School will be closed Friday due to water leak.

Behaviour
Tiffany's recent behaviour
16/12/09 Personal Presentation
16/12/09 Independent Learning
16/12/09 Personal Presentation
15/12/09 Good Effort
14/12/09 Positive Attitude to Learning

Classes
Tiffany's Classes
Class Att % YTD
07AWs 92%
7BAR2 Art 100%
7BDR2 Drama 100%
7BDT3 Design & Technology 94%
7BEN2 English 91%
7BFR2 French 92%
7BGG2 Geography 92%
7BHI2 History 95%
7BICT2 ICT 100%
7BLT2 Life Tracks 100%
7BMU2 Music 92%
7BPE2 PE 95%
7BRE2 RE 100%
7BSC2 Science 91%

Homework
Does Tiffany have homework?
02/12/09 English
17/11/09 French
16/09/09 RE
25/09/09 Music
16/09/09 RE

Reports
How is Tiffany performing?
21/04/2010 2009 - 2010 Summer Term Spring Assessm...

Timetable
What is Tiffany up to?
Tiffany's timetable
Academic calendar

myChildAtSchool.com Home | Attendance | Assessment | Reports | Behaviour | Timetable | Homework | Announcements | School | Contact School | Terms and Conditions | Disclaimer | Privacy statement Powered by Bromcom

MCAS Home Page

The display shown above may vary from what you see as it is dependent upon which **Modules** the school has made available. The school also has configuration options over the likes of 'Colour', 'Menu Titles' and 'Sub Menu Titles'.

The **Modules** available for display are:

- ✓ Attendance
- ✓ Assessment
- ✓ Behaviour
- ✓ Homework
- ✓ Timetable
- ✓ Announcements
- ✓ Classes
- ✓ Reports

Accessing Modules from the Home Page

The **Home Page** will display the most recent information for each of the **Modules**, however for more detailed information you simply need to access the specific module. One method of doing this is to click on the required '*Module Name*' within the **Home Page Tabs** area as shown below.



Another method is to <Click> **more...** within the specific **Module** you are interested in.

Switching to view another student



Home Page - Login and Student Access Details

In the top right-hand corner of the **Home Page** are details of who you are logged in as, as well as the '*Name*' and '*Photograph*' of the student you are currently accessing details about. If you have access to more than 1 student, the eldest will be displayed but you can switch to another as is shown below.

STEP 1: <Click> the currently displayed '*Student Name*' and the '*Student List Box*' will appear.



STEP 2: <Click> the drop-down arrow of the '*Student List Box*' and a full list of students you have access to will be shown.


STEP 3: Select a '*Student Name*'.

STEP 4: <Click> 

The **Home Page** details will now change to show details for the newly selected student.

ATTENDANCE

From the [Home Page](#), the **Attendance** for 'Today' is displayed.



The image shows a mobile-style attendance card for a student named Holly. At the top left is a circular icon with a green checkmark and a small figure of a person. To the right of this icon, the word "Attendance" is written in a large, bold font, followed by the question "Is Holly at school?". Below this, it says "Today's attendance 6/7". The main part of the card is a table with 7 rows. The first row is labeled "AM" and "Tutor Group" with a green checkmark. The next three rows are labeled "1", "2", and "3" with "Mathematics", "Mathematics", and "Music" respectively, each with a green checkmark. The fourth row is labeled "4" and "French" with a red 'X'. The fifth row is labeled "PM" and "Tutor Group" with a green checkmark. The final row is labeled "5" and "English" with a green checkmark. At the bottom left of the card is a button that says "more...". At the bottom right is a small 3D pie chart icon.

Time	Subject	Status
AM	Tutor Group	✓
1	Mathematics	✓
2	Mathematics	✓
3	Music	✓
4	French	✗
PM	Tutor Group	✓
5	English	✓

Home Page – Today's Live Attendance

The **Attendance** shown in the above area is real-time based on:

- ✓ The configuration made by the school:
 - ✦ Although 'Lesson Registration' can be displayed, the legal requirement is only to show 'AM & PM Registration' so some schools may limit the display to just this.
 - ✦ If 'Lesson Registration' is shown, the 'Subject' name will be displayed alongside each 'Period' of the school day.
- ✓ The time of day it is that you are logged on:
 - ✦ The latest **Attendance** marks for 'Today' will be shown, however this can include 'Future Attendance' in the day for such things as 'Medical Appointments' if previously recorded by the school.

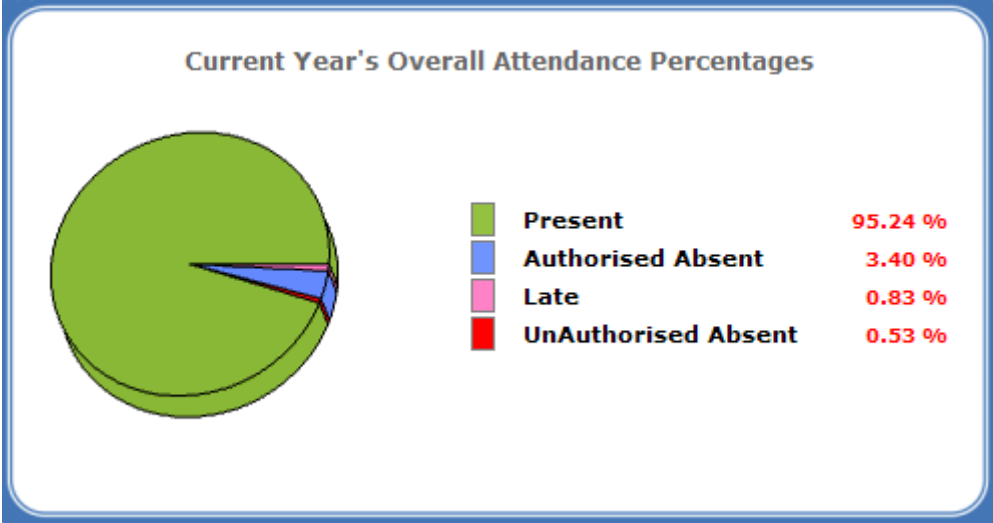
Schools are required to record attendance through the use of a variety of different codes, however from the [Home Page](#) these are represented by either:

 = Present at School  = Absent from School

Also from the **Attendance Panel** on the [Home Page](#) you can <Click> of 'Attendance Percentages' for the student you are viewing.



and this will then show you a **Graph**



[Home Page](#) – Current Year's Overall Attendance Percentages

Full Year Attendance Details

Access this screen using the instructions from the 'Accessing Modules from the Home Page' section of this guide.

MyChildAtSchool.com School Settings Contact School Logout

You are logged in as **Mr and Mrs Smith**
the parent / carer of **Holly Smith** (14yrs old),
who attends **The Bromcom School of Technology**
in London

School Logo

Home page **Attendance** Assessment Behaviour Homework Timetable Announcements

Attendance
Holly's Attendance Record

select year: Year 9 - 08/09 select subject: ALL

Year to Date Attendance Analysis - All Subjects

Present	95.24 %
Authorised Absent	3.40 %
Late	0.83 %
UnAuthorised Absent	0.53 %

Academic Year 2008/2009

Attendance not required (e.g School Holiday)
Future dates where attendance is required

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

myChildAtSchool.com Home | Attendance | Assessment | Behaviour | Timetable | Announcements | School | Contact School | Terms and Conditions | Disclaimer | Privacy statement Powered by Bromcom

Attendance Module - Full Year View

Each day in the 'Calendar' will be colour coded by the 'Key' shown at the top; these colours are configurable by the school. The displayed colour for each day is taken from the 'Highest Priority' of **Attendance** recorded on that day; 'Unauthorised Absent' being the highest i.e. any recorded 'Unauthorised Absent' will result in that day being highlighted in 'Red' or the schools chosen colour as shown by the 'Key'.

If you <Hover> the cursor over any particular day in the 'Calendar', you will be shown all of the recorded **Attendance** from that day.

Tuesday - 03/02/09		
Period	Attendance	Subject
08:29 AM	Present	Tutor
08:31 1	Present	Mathematics
09:35 2	Present	PE
10:55 3	Present	Graphics
12:00 4	Present	Graphics
13:01 PM	Present	Tutor
14:01 5	6 min Late	English

Attendance Module - Hover over Daily Attendance

select year select subject

Year 9 - 08/09 ALL

If required, you can be more specific and choose to view **Attendance** from a different 'Academic Year' or **Attendance** from just one particular 'Subject'. Please note however, that access to previous 'Academic Years' may not have been enabled by the school.

Attendance Module - Select Year/Subject

ASSESSMENT

From the [Home Page](#), the 5 most recently published **Assessment** will be available for viewing.



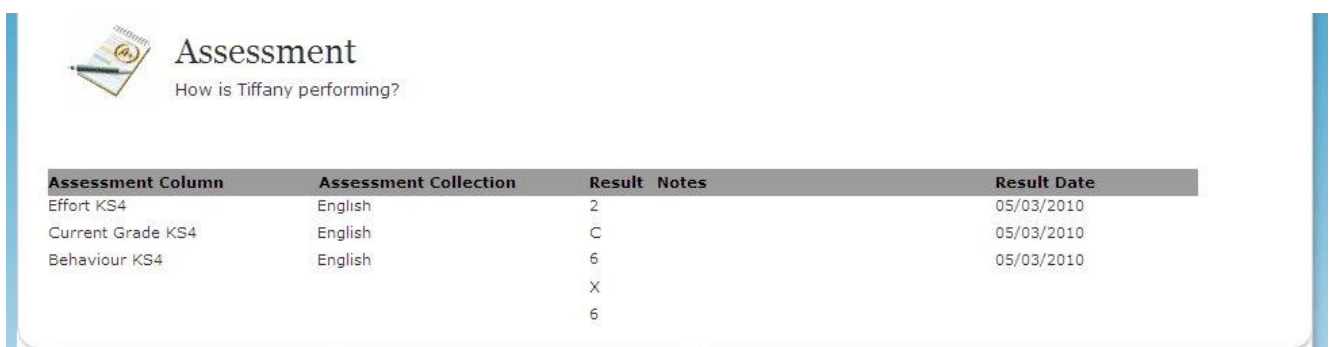
The card displays the title 'Assessment' and the question 'How is Tiffany performing?'. It features a small icon of a notepad with a pencil. Below the title is a table with three rows of assessment data. At the bottom of the card is a 'more...' button.

Assessment Column	Assessment Collection	Result
Effort KS4	English	2
Current Grade KS4	English	C
Behaviour KS4	English	6

Home Page – Published Assessment

Full Multi-Year Assessment Details

Access this screen using the instructions from the 'Accessing Modules from the Home Page' section of this guide.



The screen shows the title 'Assessment' and the question 'How is Tiffany performing?'. It features a small icon of a notepad with a pencil. Below the title is a table with four columns: Assessment Column, Assessment Collection, Result, and Result Date. The table contains three rows of data.

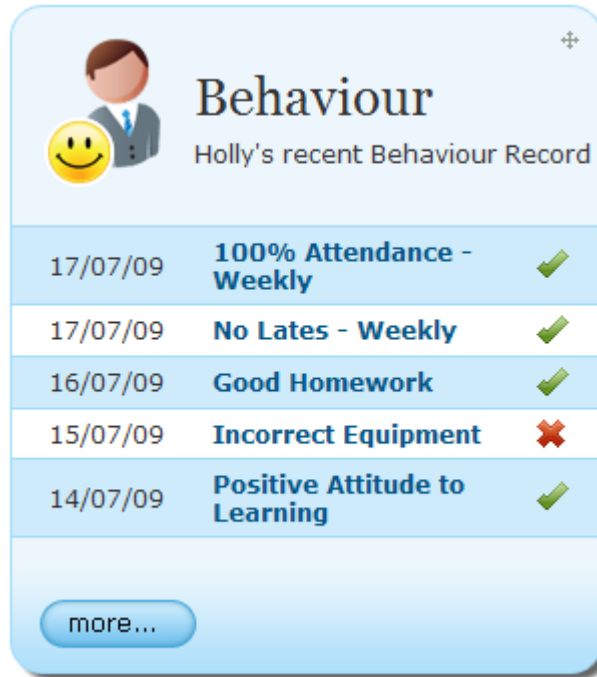
Assessment Column	Assessment Collection	Result	Notes	Result Date
Effort KS4	English	2		05/03/2010
Current Grade KS4	English	C		05/03/2010
Behaviour KS4	English	6		05/03/2010

Assessment Module - All Published Assessments (Partial Screen Shot)

Over time the school may produce and publish many **Assessments**; this screen will give you access to all of those across different 'Academic Years'.

BEHAVIOUR

From the [Home Page](#), the 5 most recent recordings of **Behaviour** are displayed.



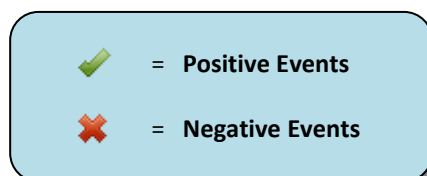
The screenshot shows a user profile for 'Holly' with a 'Behaviour' section. It lists five recent events with their dates, descriptions, and status icons (green checkmarks for positive, red X for negative). A 'more...' button is at the bottom.

Date	Description	Status
17/07/09	100% Attendance - Weekly	Positive (✓)
17/07/09	No Lates - Weekly	Positive (✓)
16/07/09	Good Homework	Positive (✓)
15/07/09	Incorrect Equipment	Negative (✗)
14/07/09	Positive Attitude to Learning	Positive (✓)

[Home Page](#) - Most Recent Behaviour

The **Behaviour Events** recorded by the school will be in accordance to the '*Behaviour Policy*' within the school. This will likely be published in the '*Student Planner*', or issued to you separately.

As well as the '*Description*' of the **Behaviour Events** being visible, the icons shown below are used for further clarification as to their meaning:



A legend box with a light blue background and rounded corners. It contains two entries: a green checkmark icon followed by '= Positive Events' and a red X icon followed by '= Negative Events'.

Full Year Behaviour Details

Access this screen using the instructions from the 'Accessing Modules from the Home Page' section of this guide.

Behaviour
This is Holly's behaviour record

select year
Year 9 - 08/09

Negative **Positive** **Neutral**

Academic Year 2008/2009

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Behaviour Module - Full Year View (Partial Screen Shot)

Each day will be colour coded by the 'Key' shown at the top; again these colours are configurable by the school. 'Negative Behaviour' will take precedence over 'Positive Behaviour' and 'Neutral Behaviour' for display purposes.

As with **Attendance**, if you <Hover> the cursor over any particular day in the 'Calendar', you will be shown all of the recorded **Behaviour** from that day. The display will contain details of the 'Event', 'Teacher', 'Subject' and 'Outcome'.

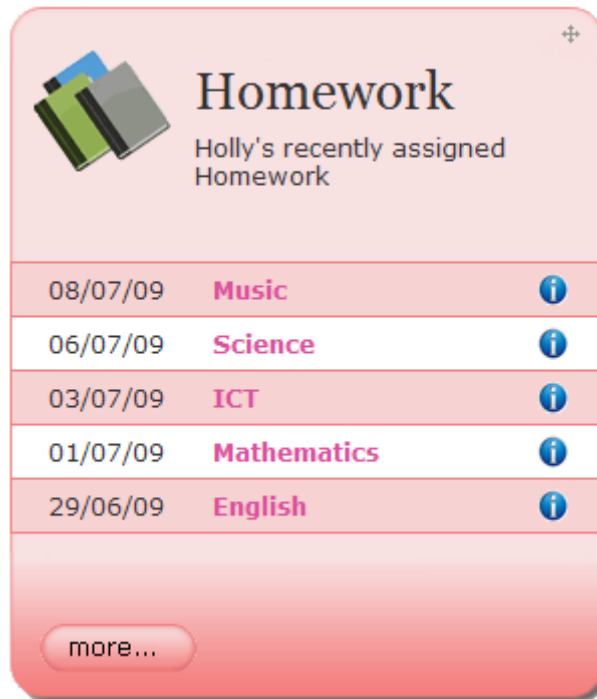
Thursday - 16/10/08

Event	Teacher	Subject	Outcome
Uniform untidy	MISS P Vickers	Geography	
Good Effort	MR R Ackland	French	
Positive Attitude to Learning	MR R Ackland	French	

Behaviour Module - Hover over Daily Behaviour

HOMEWORK

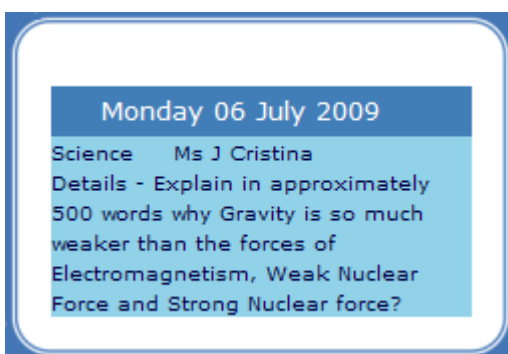
From the [Home Page](#), the 5 most recent recordings of **Homework** being assigned are displayed.



The screenshot shows a 'Homework' module with a header containing a book icon, the title 'Homework', and the subtitle 'Holly's recently assigned Homework'. Below the header is a list of five homework assignments, each with a date, subject name, and an information icon. At the bottom of the list is a 'more...' button.


Date	Subject	Info Icon
08/07/09	Music	Info
06/07/09	Science	Info
03/07/09	ICT	Info
01/07/09	Mathematics	Info
29/06/09	English	Info

Homework Module – Most Recent Assigned Homework



The screenshot shows a hover-over window for a homework item. It displays the date 'Monday 06 July 2009', the subject 'Science', and the teacher 'Ms J Cristina'. The main text of the homework is: 'Details - Explain in approximately 500 words why Gravity is so much weaker than the forces of Electromagnetism, Weak Nuclear Force and Strong Nuclear force?'

Homework Module - Hover over Homework

<Click>  for further information about the assigned **Homework**.

The extra information displayed shows the *'Teacher'* who has assigned the **Homework**, along with details they have given such as *'Instructions'* and/or *'Due Date'*.

Full Year Homework Details

Access this screen using the instructions from the 'Accessing Modules from the Home Page' section of this guide.

Homework
Holly's recently assigned Homework

select year
Year 9 - 08/09

Homework set

Academic Year 2008/2009

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

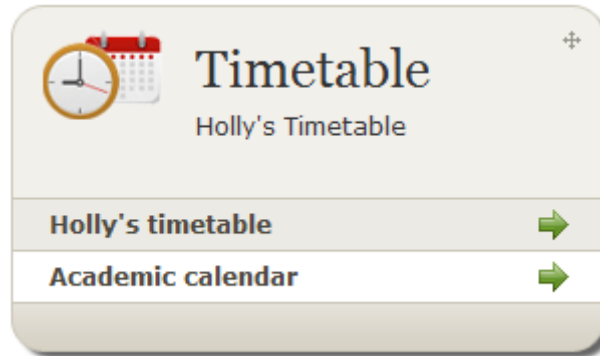
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Homework Module - Full Year View (Partial Screen Shot)

As with both **Attendance** and **Behaviour**, if you <Hover> the cursor over any particular day in the 'Calendar', you will be shown further details about the **Homework** assigned on that day.

TIMETABLE

From the [Home Page](#), you have access to see the **Student Timetable** and the school **Academic Calendar**.



[Homepage - Timetable](#)

Student Timetable

To view the **Student Timetable**, <Click> **Student Timetable** from within the **Timetable Panel** on the [Home Page](#); alternatively access via the **Timetable Tab** on the [Home Page](#).

Timetable

Holly's Timetable

**View Student
Timetable**

**View Academic
Calendar**

Start Date: End Date:

Week Beginning Date: 12/07/2009


Day/Period	AM	1	2	3	4	PM	5
Monday	9HTS Tutor Group	9B2MA Mathematics	9B1RE RE	9B1LT Life Tracks	9B1GG Geography	9HTS Tutor Group	9B1HI History
Tuesday	9HTS Tutor Group	9SC2 Science	9SC2 Science	9B1LT Life Tracks	9B1EN English	9HTS Tutor Group	9B1EN English
Wednesday	9HTS Tutor Group	9B2MA Mathematics	9B2MA Mathematics	9B2MU Music	9B2FR French	9HTS Tutor Group	9B1EN English
Thursday	9HTS Tutor Group	9B1GG Geography	9B2IT ICT	9SC2 Science	9B2FR French	9HTS Tutor Group	9B1PE PE
Friday	9HTS Tutor Group	9SC2 Science	9B1DR Drama	9B4TECH Technology	9B4TECH Technology	9HTS Tutor Group	9B2MA Mathematics

[Timetable Module - Student Timetable](#)

School Academic Calendar


To view the school **Academic Calendar**, <Click> **Academic Calendar** from within the **Timetable Panel** on the **Home Page**; alternatively access via the **Timetable Module** on the **Home Page** and <Click>






Timetable
Holly's Timetable

- Normal Day
- Staff Only
- Holiday
- Closure
- Not a School Day
- Not in Term



View Student
Timetable



View Academic
Calendar

Academic Year 2008/2009

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Timetable Module - School Academic Calendar

Each day is colour coded by the 'Key' shown at the top; again these colours are configurable by the school.

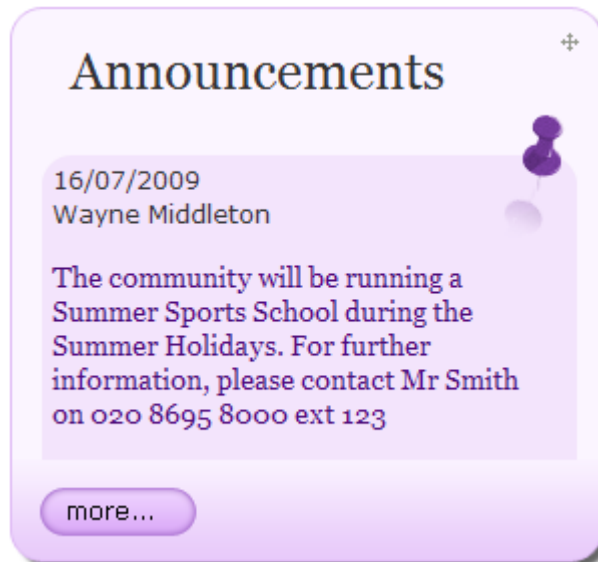
MCAS Parent Guide

©Bromcom Computers Plc

Page 15

ANNOUNCEMENTS

From the [Home Page](#), you have access to the most recent **Announcements** published by the school.



[Home Page - Most Recent School Announcement](#)

To view all 'Active' **Announcements** published by the school, <Click> **more...** or select the **Announcements Module** from the [Home Page Tabs](#).

Announcements		
From:	Wayne Middleton	Date: 16/07/2009
Title:	Summer Sports School	
Message:	The community will be running a Summer Sports School during the Summer Holidays. For further information, please contact Mr Smith on 020 8695 8000 ext 123	
From:	Wayne Middleton	Date: 15/07/2009
Title:	Summer Holidays	
Message:	Wishing all a pleasant summer holidays!	

[Announcements Module - Active Announcements](#)

CLASSES


From the [Home Page](#), you have access to the **Classes** your child currently attends.

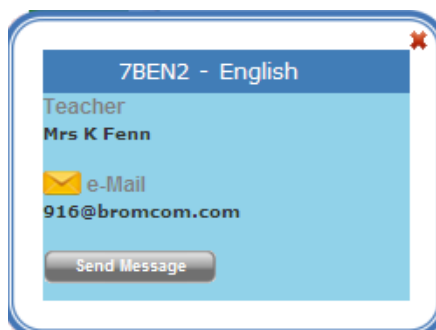


The screenshot shows a window titled 'Classes' for 'Tiffanys Classes'. It contains a table with columns for class ID, subject, and 'Class Att % YTD'. Each row includes an information icon (i) and a progress bar representing the attendance percentage.

		Class Att % YTD
07AWs		94%
7BAR2	Art	100%
7BDR2	Drama	100%
7BDT3	Design & Technology	94%
7BDT3	Design & Technology	94%
7BDT3	Design & Technology	94%
7BDT3	Design & Technology	94%
7BEN2	English	91%
7BEN2	English	91%

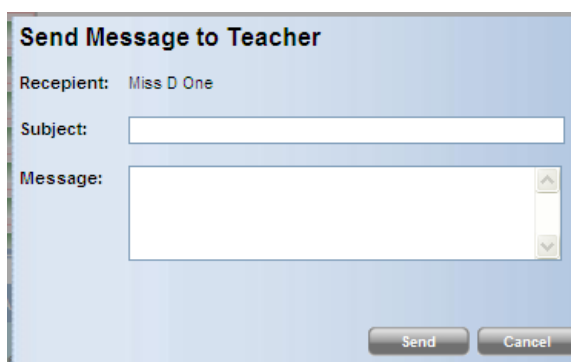
Home Page - Classes

To view the information about the **Class**, move the cursor over the <information> icon .



Classes Module – Information about Class

You will be able to send an e-mail directly to a teacher using the e-mail address if available or you can send a message to the teacher using the **Send Message** and entering the message details.



The screenshot shows a form titled 'Send Message to Teacher'. It has a 'Recipient' field with 'Miss D One', a 'Subject' text box, and a 'Message' text area. At the bottom right, there are 'Send' and 'Cancel' buttons.

Classes Module – Information Icon – Send Message

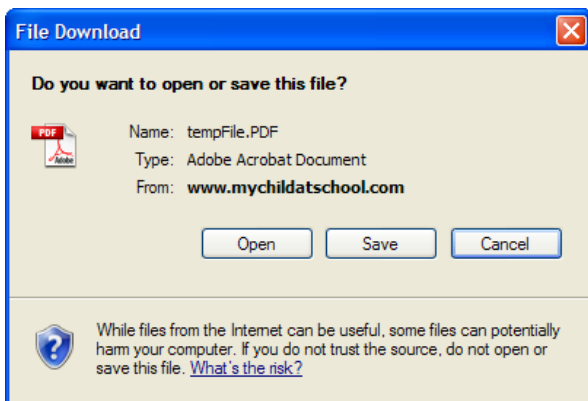
REPORTS

From the [Home Page](#), you have access to the most recent **Reports** published by the school.



[Home Page - Reports](#)

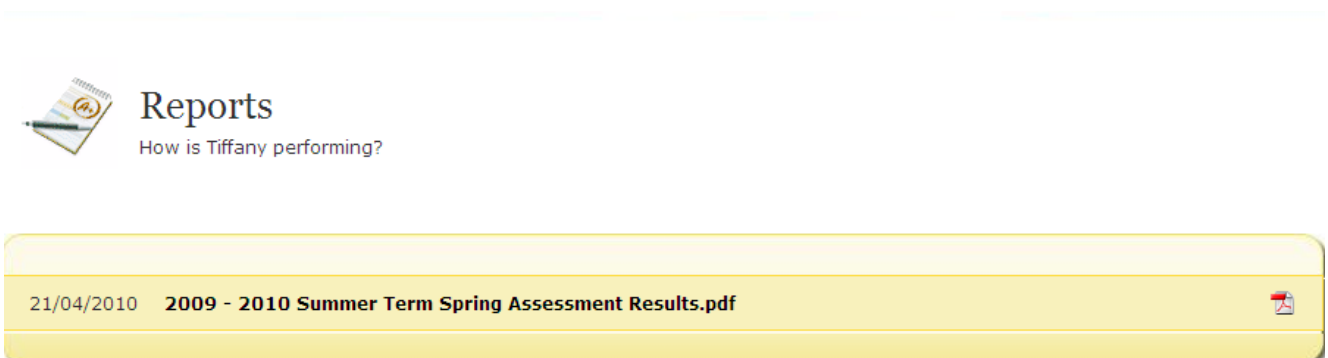
Although a PDF icon is displayed the report can be produced in different file formats and this will be made evident when you open the report.



[Home Page - Open/Save Report](#)

To access a particular **Report**, <Click> the '*Report Name*'.

You will now get an option to either '*Open*' or '*Save*' the report.



FUNDRAISING

This parent portal is a resource that the school expects the parents to use on a regular basis; therefore **Bromcom** has utilised this expectation to create a 'Sponsorship Scheme'.

The 'Sponsorship Scheme' is a facility that the school may use to help generate funding towards the school's 'Rewards Scheme' or maintenance of the [MCAS Portal](#).

















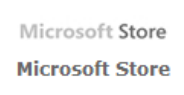









Please check directly with your school as to whether this is an option which they have enabled or not; if they have you may receive additional documentation about the scheme and how to use.

How does the Sponsorship Scheme work?

MCAS displays links to the websites of various retailers including 'Amazon', 'Play.Com', 'Tesco', 'Argos' and 'HMV' via the **Fundraising Panel** on the [Home Page](#).

Search by Affiliates : [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [M](#) [R](#) [T](#) [U](#) [V](#) [W](#) **ALL**

Search by Category: [PC & Electronics](#) [Books & Stationery](#) [Music & DVD](#) [Beauty & Fashion](#)

 AllPosters.co.uk	 Apple Store	 AVON	 Burton	 Creative Labs
 DELL	 Dorothy Perkins	 eMusic	 evans	 Fun Mobile
 GearZone	 Halfords	 hmv.com	 HP	 Ink Factory
 iTunes	 JD	 Microsoft Store	 MISCO.co.uk	 Miss Selfridge
 Ryman	 Tesco	 UK Office Online	 VIKING Direct	 Wallis
 Waterstones	 www.dk.com			

Fundraising - Website Links

Parents can enter any of the on-line shops via the 'Links' shown and then carry out their on-line shopping as usual. Any trade which is carried out will generate funding which goes back to the school.

MCAS EXTRAS

[School](#) | [Settings](#) | [Contact School](#) | [Logout](#)

[Home Page](#) – Extras (Top Right-Hand Corner of Home Page)

School

This is an area where the school can add information they that may be of interest to you. To access this area, <Click> **School** from the top of the [Home Page](#).

Settings

<Click> **Settings** and further options will become available; these are:

- ✓ **Account Settings**
 - ✚ Change your 'Password', 'Email Address' and 'Security Question & Answer'.
- ✓ **Contact Details**
 - ✚ Send through to the school details of any 'New Contacts' or changes to existing 'Contacts'.
- ✓ **Student Details**
 - ✚ Send through to the school details of any changes to the 'Student Details'.

Contact School

<Click> **Contact School** and you will be presented with the 'School Contact Information' plus a facility to 'Send Message'.

School Contact Information

Address:	Kelvin House Worsley Bridge Road Sydenham London, SE26 5BS
Telephone:	020 8695 8000
Fax:	020 8695 8099
Email:	mcas@bromcom.com
Website:	www.bromcom.com
Head Of School:	Mr W Middleton

Send Message To School

Subject	<input type="text"/>
Message	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

Contact School – School Address, Contact Details and Send Message Form

Logout

For security purposes, it is very important that you remember to log-off the site. To do this, <Click> **Logout**.
(If you don't log-off, the system will automatically log you out after 20 minutes of inactivity).